

HEALTH PLANNING SPECIALIST II

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: November 3-7, 2003

Collective Bargaining Identification: R01

Job Analysis Conducted By: Debbie Cade
Associate Personnel Analyst
Personnel Examining Section

Number of Incumbents: There are 2.7 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated 4/9/04.

Names of the Subject Matter Expert(s) and their background:

Christine Martin, Health Program Manager III, Headquarters-Health Care Services Division

Ms. Martin has been a Health Program Manager III for 8 months; she has 12 years of experience with the Department of Corrections.

Judith Farncomb, Staff Services Manager II, Headquarters-Health Care Services Division

Ms. Farncomb has been a Staff Services Manager II for one year, she was a Health Planning Specialist II for one year and she has 8 years experience with the Department of Corrections.

HEALTH PLANNING SPECIALIST II INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- Class Specifications for Health Planning Specialist II